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MEMORANDUM

TO: Educators
FROM: Office of Educator Licensing
SUBJECT: 2015 Renewals
DATE: 6/17/15

Due to the late release of renewals, the Licensing Office is receiving numerous calls regarding the status of educator's applications. **Please be assured, regardless of when a renewal is approved, the effective date of the license will still be July 1, 2015.**

The 2015 renewal cycle will close June 30, 2015; this date may not be extended. If your complete application is submitted by midnight June 30, 2015; when approved, your license will show an issue date of 7/1/2015. At this time, renewal applications are being processed in receipt date order. Processing of renewal applications is taking several weeks and is expected to continue through July 2015.

Educators: If your renewal application has been submitted online, please check the email associated with your online licensing account for updates. Please **do not** call or email the Licensing Office for updates. When your application has been processed, you will be notified by email to submit the final payment.

You may check the status of your online application at any time. To do this, login (<https://alis.edlicensing.vermont.gov/login.aspx>) and choose view pending online applications.

- If your status is 'pending', your application is in line to be reviewed.
- If your status is 'under review', your application has been reviewed and a licensing specialist has requested information from you or your L/RSB. Please check your email.
- If your status is 'review complete-awaiting payment' – please login to your account and make your final payment. Once the payment is received by the AOE; your application will be approved and you will receive an email confirming this.

Pending Online Application(s)						
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Online Renewal Application	1922	05/15/2015	Renewal Review and approval by AOE (Barre)	Application Summary	View Details	Pay Now